

Languages policy L'Oréal

Target Group:	All employees with identified language development needs (CZ / EN / FR).
Objectives:	To help employees to acquire and develop the language skills they need from business point of view.
Actions	Employees are defaultly assigned for group sessions (with recommended amount of 3 students) using an external language school that is contracted with L'Oréal. Exceptionally it is possible to arrange individual session for boosting language competencies in a short time.
Venue:	L'Oréal premises & Miscellaneous
Application:	<ul style="list-style-type: none">• Courses are determined only for employees with language level B1 max.• If foreign language is a must for daily job communication L'Oréal covers the costs fully for those employees. For fully cost coverage by L'Oréal Division Mancom Manager's approval is required.• If foreign language is not a must for daily job communication L'Oréal covers the costs partially for those employees. In that cases employees can use EDENRED card for full (2 500 CZK) or partial (1 900 CZK) reimbursement twice per year (each July & January). Full reimbursement is applicable for individual language courses, partial reimbursement is applicable for group language courses. All applications need to be processed via the official document (see chapter 6) and submitted to Learning Manager.• Individual courses are arranged for 3 months long period whereas Group sessions are arranged for 6 months long period• 70% attendance rate is required from students otherwise their further applications will be challenged by Learning Manager• Time spent in language courses is not included to working hours of the employee. Courses must take place before 9.30 am or after 4 pm• If the languages courses are taking place in L'Oréal premises, employees should book appropriate meeting rooms (fit to the numbers of participants). It is forbidden to book big conferences rooms.
Cancellation:	<ul style="list-style-type: none">• Students are allowed to cancel their participation 24 hours latest prior the session by sending an e-mail to the teacher with Learning Manager and other participants (if this is a group session) in a copy• Monday lessons must be cancelled on Friday until 3pm the latest• If the lesson is cancelled properly students are expected to reschedule it with the teacher (ideally during the same month)• If the lesson is cancelled later it is considered as taught one and must be paid